

**INSTRUCTIONS FOR COMPLETING  
FORM DEP7007BB  
CERTIFIED PROGRESS REPORT**

**Kentucky Division for Air Quality**

**PURPOSE**

This form must be submitted for each item of equipment being constructed or modified in accordance with form DEP7007AA, Compliance Schedule for Noncomplying Emission Units, pursuant to section 4(3)(d) of 401 KAR 50:035. It should be noted that the reporting period for this report must be provided in the block at the top left side of the form.

**Note: Items that are self-explanatory are not addressed.**

**SOURCE INFORMATION**

*Identify the source location. This should be identical to the information provided on Form DEP7007, Administrative Information.*

- 1) **Source Name:** The company name, or specific plant name if different than the company name, must be provided.
- 2) **Source Street Address:** This must be the actual street address of the source; use of post office box numbers is not allowed.
- 5) **Source ID Number:** This is the ID number assigned to the source by this agency.
- 6) **CONSTRUCTION PERMIT NUMBER:** If a permit to authorize construction is required under the provisions of 401 KAR 50:035, then it must be obtained before the construction or modification can begin.
- 7&8) **EMISSION UNIT DESCRIPTION:** The description of the emission unit must include as a minimum, the process flow diagram designation, emission unit name, and any other useful information that can be helpful in cross-referencing this unit with other applicable forms. This information must be identical to that which appears in emission unit forms.
- 9) **COMPLIANCE ACTIVITIES:** The applicant must provide all activities leading to compliance that have been performed during this reporting period, as indicated at the top of this form. The dates and periods of time for each activity must be furnished. If the activity was completed, this must be indicated. An example would be:

*Preliminary evaluation of changing control equipment completed – 1/15/94*

*Binding agreement entered into to replace afterburner – 1/30/94*

*Construction permit applied for new afterburner – present*

- 10a) **MILESTONES:** The applicant must provide all milestones or intermediate steps scheduled to be completed during this reporting period or actually completed during this reporting period. The scheduled completion dates for milestones should be identical to those provided in the form DEP7007AA, Compliance Schedule for Noncomplying Emission Units. An example would be:

| <u>Milestone</u>                                                      | <u>Scheduled<br/>Completion Date</u> | <u>Actual Completion<br/>Date, if Completed</u> |
|-----------------------------------------------------------------------|--------------------------------------|-------------------------------------------------|
| <i>Preliminary evaluation of changing control equipment completed</i> | <i>1/15/94</i>                       | <i>1/15/94</i>                                  |
| <i>Binding agreement entered into to replace afterburner</i>          | <i>1/30/94</i>                       | <i>1/30/94</i>                                  |
| <i>Construction permit for new afterburner applied for</i>            | <i>2/15/94</i>                       | <i>Present</i>                                  |

- 10b) **REASONS FOR NOT MEETING MILESTONES:** If any scheduled completion dates for milestones were not met, the applicant must provide reasons why this occurred. An example would be:

*The construction permit was not submitted by 2/15/94 because the actual size and model of the unit was not finalized until 2/10/94.*

**Instructions for Completing  
Form DEP7007BB  
Certified Progress Report – Continued**

- 11a) FUTURE MILESTONES:** The applicant must provide all milestones or intermediate steps scheduled to be completed in the future that may not be met. The scheduled completion dates for the milestones should be identical to those provided in the form DEP7007AA, Compliance Schedule for Noncomplying Emission Units. An example would be:

| <u>Milestone</u>                                    | <u>Scheduled<br/>Completion Date</u> | <u>Anticipated<br/>Completion Date</u> |
|-----------------------------------------------------|--------------------------------------|----------------------------------------|
| <i>New afterburner delivered to source</i>          | <i>5/30/94</i>                       | <i>6/30/94</i>                         |
| <i>Construction of new afterburner completed</i>    | <i>11/30/94</i>                      | <i>12/30/94</i>                        |
| <i>Alteration of existing equipment completed</i>   | <i>11/30/94</i>                      | <i>12/30/94</i>                        |
| <i>Destruction efficiency of afterburner tested</i> | <i>2/30/95</i>                       | <i>3/30/95</i>                         |

- 11b) REASONS FOR NOT MEETING MILESTONES:** If there are any scheduled completion dates for milestones that may not be met, the applicant must provide reasons why this will occur. An example would be:

*The afterburner will not be delivered, constructed, or tested on time because the actual size and model of the unit was not finalized until 2/10/94. This caused everything scheduled after the submittal of the construction permit application to be delayed one month. It may be possible to remain on schedule if the construction permit is issued sooner than 90 days.*

**SIGNATURE BLOCK**

- 12) Form DEP7007BB must be signed by a responsible official of the source and dated. In general, a responsible official is as follows:**

- **For a Corporation:**
  - *Corporate officer*
  - *Other person in charge of a principal business function*
  - *Duly authorized representative responsible for overall operation of a source (plant manager)*

*If either:*

  - *250 persons employed or \$25 million in sales or expenditures*
  - *delegation of authority approved in advance*
- *For a partnership: A general partner*
- *For a sole proprietorship: The proprietor*
- *For a government agency:*
  - *Principal executive officer*
  - *Ranking elected official*